



City of Kyle: Administrative Assistant/Payroll Technician - Police

The City of Kyle is seeking energetic team members to join the Kyle Police Department's Administrative Team. Administrative Assistants help with running the daily operations and payroll! What is more important than that?

If you are someone who enjoys multitasking and being a team player, then we are interested in you! The ideal person for this job is a self-starter, maintain confidentiality, work in busy environments, and define problems. They are organized, detail-oriented, trustworthy and adept at multitasking. The administrative assistant in this role will perform administrative, secretarial, and accounting duties to facilitate the mission of the Kyle Police Department.

The City of Kyle is a fast-paced environment that promotes collaboration and teamwork with a "can do positive attitude." Expect the best from a professional career at the City of Kyle where you will have the opportunity to leave a footprint in the fastest growing community in the nation! At the City of Kyle, we encourage continuous innovation and efficiency. Come join Team Kyle where we commit to delivering outstanding value to our community.

Qualifications, Experience and/or Certification Requirements:

High School Graduate or Equivalent. Must possess or be able to obtain a valid Texas Driver's License and be eligible for coverage under the City of Kyle vehicle insurance provider. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position.

Starting Rate: \$16.95

Department: Kyle Police Department-Admin

APPLY ONLINE: www.jointeamkyle.com

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HR Generalist

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#TeamKyle Core Values: Knowledge, Yes-Attitude, Leading Edge, and Employee Accountability